



Dear Educators,

### **Guidelines for Educators - School Council Elections**

Your participation matters! The dedication and excellent work of past School Council members have left a lasting positive impact on our school's community. We encourage educators to actively participate in these elections by volunteering as Council Members.

#### **The School Council consist of:**

- **A President** – nominated by the Minister for Education
- **A Secretary/Treasurer** – the Head of School
- **Three representatives** elected from among the school's educators
- **Three representatives** elected from among the parents/guardians of students attending the school.

#### **Responsibilities of the School Council include:**

- Administering the School Council's funds
- Discussing ways to increase parental involvement
- Reviewing the curriculum and educational services offered by the school
- Making suggestions to the Directorates of Education
- Proposing improvements to school amenities and the environment
- Addressing concerns related to students' well-being.

#### **Important Dates:**

Nominations open online on	7 <sup>th</sup> January 2025
Nominations close on	13 <sup>th</sup> January 2025
Online voting opens on	24 <sup>th</sup> January 2025
Online voting closes on	28 <sup>th</sup> January 2025



## Nominations

### 1. To nominate:

- Access the site: <https://education.gov.mt/useful-links/school-council-elections/>
- Click on Educator Nominations
- The nomination form must be completed by the Proponent. When accessing a new form, the Proponent's details will be automatically filled in through eID.
- The Proponent is responsible for entering the Nominee's and Secondant's details, including their Name, Surname, ID Card Number, and Email Address.
- It is important for the Proponent to have these details ready to complete the form.
- Once the form is submitted:
  - The Nominee will receive an email with a link to approve or reject the nomination.
  - If the Nominee approves, the Secondant will then receive an email to approve or reject the Nominee.
  - If both the Nominee and Secondant approve, the Nominee is officially accepted as a candidate.

## Voting

1. Each educator will receive a unique voting code.
2. Select up to three (3) educator candidates from those nominated. The three nominated candidates who obtained the highest number of votes will be elected to the Scholastic Council.
3. Steps to vote:
  - Access the website <https://education.gov.mt/useful-links/school-council-elections/>
  - Click **Educator Voting**
  - **Select your respective school**
  - **Choose up to three (3) candidates from the displayed list.**
  - **Enter your unique code**
  - Click **Vote**

Heads of School, supported by the School Leadership Team are reminded that School Councils are an essential aspect of the school democratic process, and they should, therefore, do their utmost to:

1. enhance awareness of the significance and importance of the School Council;
2. encourage as many educators and parents/guardians as possible to participate in the election process;
3. ensure maximum exposure of all candidates.
4. assist parents/guardians who might have difficulties nominating or voting online.



5. In case of a resignation, the next runner-up will fill the vacancy, according to the election results.
6. In cases where the number of nominations is low, the school must strive to find other educators or parents/guardians to be co-opted on the School Council.
7. Staff on maternity/parental leave are eligible to vote.
8. Peripatetic teachers are eligible to vote.
9. Kindergarten Educators and Learning Support Educators relievers can vote only at their home school.
10. The Heads of School and the School Leadership Team cannot be candidates themselves.

Note: Elections will only be held in schools where more than three (3) nominations are submitted.